# Lorain County Domestic Relations Court

# Position Description

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| **Classification Title:** | | **Nurse** | |
| FLSA Status: | Non-exempt | Employment Status: | Part-time |
| Exemption Type: | N/A | Reports To: | Nurse Supervisor |
| Civil Service Status: | Unclassified | Division: | Residential Facilities |

## DISTINGUISHING JOB CHARACTERISTICS

Provides direct nursing services for youth residents in a secure and non-secure facility, in coordination with contractual physician, Nurse Supervisor, and in accordance with standard nursing practice. Provides coverage on assigned holidays and as organized by the Nurse Supervisor.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.***

Provides direct nursing services for youth residents in a secure and non-secure facility. Assists the Nurse Supervisor and contracted physician with patient care activities and performs skilled nursing duties. Examines youth reporting medical injuries or conditions. Administers first aid to youth residents and staff where skilled nursing care is recommended.

Upon receipt of prescribed medication, completes the chain of custody form, MD order, and Medication Administrative Record (MAR). Verifies the quantity, dosing, and side effects, and packs the medication as directed. Communicates with Nurse Supervisor, contracted physician, youth's physician, and pharmacy when medically necessary.

Completes the required medication and health history report on each youth resident admitted to secure detention or shelter facility by assigned deadline.

Maintains infection control procedures within the medical office and implements medical isolation as necessary.

Maintains records pertaining to resident's health and medical care. Charts required medical data pertaining to youth's medical condition, treatment, and medication regimen.

Maintains a professional and polite disposition at all times when dealing with youth, coworkers, court staff, service providers, public, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Consistently meets deadlines. Completes work in a timely, consistent manner and is committed to being available during regular business hours to further organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate required nursing coverage and the needs of the Court.

## OTHER DUTIES AND RESPONSIBILITIES

All other duties as assigned by Nurse Supervisor, Director, Superintendent, and contracted Physician.

## SCOPE OF SUPERVISION

None

## EQUIPMENT OPERATED

Thermometer; stethoscope, Pulse oximeter, otoscope, blood pressure monitor; glucometer; syringes and needles; scales; other medical instruments; computer; telephone; copier; fax machine; scanner; other general office and medical equipment.

## CONTACT WITH OTHERS

Regular contact inside and outside of the Court involving the health of the juveniles in the Detention Home and Facilities where improper handling will have a negative effect on the Court. Contacts include youth residents, parents/guardians, hospitals, physicians, medical and mental health care providers, social service agency staff, Judges, Court staff, and the public. Considerable tact is required.

## CONFIDENTIAL DATA

Ability to maintain confidentiality and exercise extreme discretion. Work involves general access to youth medical records, hospital discharge summaries, psychological evaluations, youth case histories, court records and documents where considerable integrity is required to adequately safeguard the Court's relationship with the public or other persons being served.

## WORKING CONDITIONS

The employee must have the capacity to work in a secure environment with delinquent youth offenders, some of whom may be considered dangerous. Possible risk of assault and/or exposure to HIV, Hepatitis, blood borne pathogens and communicable viruses or diseases.

## USUAL PHYSICAL DEMANDS

***The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.***

While performing duties of this job, the employee frequently stands and sits for periods of time and uses hands to hold and control medical equipment. The employee exhibits concentrated mental and visual

coordination more than 50% of the time with the remainder of the time requiring only normal attention. Tasks require rapid and precise manual dexterity and eye/hand coordination. The employee may have to move or lift individuals of varying weights on rare occasions.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of**: Nursing theory, practice, and procedures; pharmacology, medication dosage, administration and side effects; anatomy; physiology; diseases; health maintenance; basic psychology.

**Ability to**: read, write and understand the Standard English language; communicate verbally and in writing with physicians, co-workers, other court staff, and members of the public in a professional and effective manner; apply nursing practice to practical situations; relate effectively to troubled youth; develop and maintain effective working relationships with associates, youth, parents, health professionals and the public; assess medical emergencies; demonstrate sensitivity to professional ethics, gender, cultural diversities, and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals. Ability to exercise patience, objectivity, maturity, initiative, and adaptability. Ability to accept direction and recognize when further assistance is needed, ability to recognize boundaries between job duties and authority. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution.

**Skill in**: skilled nursing care; utilization of nursing instruments and medical equipment; First Aid; CPR; maintain medical records.

## QUALIFICATIONS

Nursing Degree from an accredited college or university and possession of required licenses and certifications.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver's license, proof of insurance and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

## LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess an active Ohio State Board of Nursing License in good standing.
State Motor Vehicle Operator's License and proof of insurance.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

MANAGEMENT APPROVAL

_____ ___/____/____
**Authorized Court Management Representative** **Date**

EMPLOYEE UNDERSTANDING

_____ ___/____/____
**Employee** **Date**